

Regional Development News & Notes



October 2002

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NEW Economic Developers Certification Program



The New Hampshire Economic Development Association (NHEDA), in cooperation with OSP, DRED, CDFA and Southern New Hampshire University has recently launched a basic education program for economic development practitioners and community leaders. This new certificate program is designed to provide the practitioner with the skills and knowledge needed to attain a solid basic knowledge in a number of economic development disciplines, and the personal and managerial skills to be effective in their jobs.

The program consists of 96 hours of classroom instruction, covering 12 core courses over a ten-month period from September 2002 thru June 2003. A team of professional educators and professionals in the economic development field teaches the courses. Each session takes place at the Robert Frost Center on the Southern New Hampshire University campus in Hooksett.

In today's global business environment, our state, regional and local economic development professionals face numerous demands from businesses and communities. New Hampshire now has a program to help economic development practitioners prepare for the challenges they face.

For more information on the Program, contact Beth Thompson, NHEDA President @ 603-516-6043.

SB-177 UPDATE... Proposed Changes to TIF Computation



Since passing the Senate earlier this year, SB177 has been residing in the House of Representatives. After a few work sessions and subcommittee meetings, the Bill will expire at the end of this calendar year. A revised formula for computing Tax Increment Financing (TIF) payments could not be reached during this legislative session for a variety of reasons.

At the last subcommittee meeting on 9/17/02, a decision was made to draft new legislation for the next Session. Representatives from the Department of Revenue Administration and the New Hampshire Municipal Association will participate in the process. It is hoped that the new language can be written in a way that satisfies constraints imposed by the new statewide property tax.

The next work session is scheduled for October 16th at 1:00pm in room 301 of the Legislative Office Building in Concord.

CDBG Funds Remaining

With 2002 rapidly waning, please remember that applications for CDBG Economic Development funds are accepted all year long. Money is available on a first-come, first-served basis for qualified applications. At this point in the calendar year, approximately **\$350,000** remains available for economic development projects.



6: Contract Management (see CDBG Implementation Guide for more information)

Once services have been procured, legal instruments are necessary to establish contractual obligations and rights. While this section is not meant to substitute for legal counsel, it does attempt to provide helpful advice concerning contract requirements.

Contract Format

As a general rule, contracts will include the following sections:

- **General Administrative Provisions**, including dates, names and addresses, reference of the municipality to enter into the contract, conditions and terms for violation or breach of contract, and procedures for contract amendment.
- **Scope of Services**, including a detailed description of the work to be performed and/or products to be delivered, the schedule for performance, and specification of materials.

Continued ►

Did You Know?

(things to ponder, or not, when solving the economic development needs of NH)



Hair grows slowest at night. It speeds up in the morning, slows in the afternoon, and grows faster again in the evening. Hair also grows faster in summer than in winter.

(Lesson: Advance notice can be helpful in planning and development)



- **Method of Compensation**, including fee or payment schedules, retainage, rates, and maximum amounts payable.
- **Special Conditions**, including provisions mandated by state and federal law.

Contract Provisions

Two issues are critical to ensure compliance with the CDBG program and upon which OSP will focus its review:

- Consistency of the contract with the requirements of the grant agreement between OSP and the grantee.
- Inclusion of specific provisions required by state and federal law. These provisions are dependent on a combination of 1) construction vs. non-construction services, 2) the dollar value of the contract, and 3) statutory mandates.

Contract Reporting

The grantee, as well as any subrecipient(s) must submit two copies of any contract of \$10,000 or greater, which was *not* the result of a small purchase procurement, to OSP for review and approval *prior to its execution*.

The **Notice of Contract Award** must be submitted by grantees to OSP to report the execution of contracts and subcontracts of \$10,000 or more. Grantees are to submit one copy of this report to OSP and one copy to the U.S. Department of Labor. If more than one report is submitted during the life of the grant, do not include previously reported contracts.

NOTE:

- The circumstances that dictate the specific assurances, certifications or other provisions in any given contract can be complex. ***Do not hesitate to contact OSP for guidance in this area.***
- It is your attorney’s job to craft the specific format and language for any contract issued by the grantee.